

# SERVICE RULE



## **Technocrats Institute of Technology-MBA**

**(Run by Chandravadani Mahila Shiksha Samiti, Bhopal)**

Approved By AICTE New Delhi & Govt. of Madhya Pradesh

**Affiliated To Barkatullah Vishwavidyalaya, Bhopal**

**Anand Nagar, P.B. No. 24, Post Piplani, BHEL, Bhopal-462021**

Ph. No.- 2751679 Fax- 0755-2751679 E-mail: [titmba2003@gmail.com](mailto:titmba2003@gmail.com), Website: <http://technocratsmba.edu.in>

# **Index**

<b>S.N.</b>	<b>Contents</b>	<b>Page No.</b>
1	Introduction	1
2	1. Short Title, 2. Applicability, 3. Definitions, 4. Power To Implement And To Amend The Rules	2
3	5. Delegation Of Management Powers	3
4	6. Appointment Of Employees	3 – 7
5	7. Age At The Time Of Joining	7
6	8. Joining Formalities	7 – 8
7	9. Commencement Of Services, 10. Probation, 11. Resignation And Termination	8 – 9
8	12. Retirement And Re-Employment,	9
9	13. Working Hours/ Holidays/ Vacations, 14. Attendances And Punctuality, 15. Personal Records, 16. Appraisals	10
10	17. Discipline, 18. Code Of Conduct	11 - 12
11	19. Liability To Abide By The Rules And Regulations, 20. Employee's Application For Other Employment, 21. Obligation To Maintain Secrecy, 22. Absence From Duty Without Prior Permission, 23. Penalties	13-14
12	24. Employee Provident Fund Scheme, 25. Miscellaneous And General,	14
13	26. Procedure For Grievance Handling	14 – 17
14	28. Sponsorship Regulations For Higher Studies, 29. Responsibilities Of The Employee, 30. Responsibilities Of The Director	18
15	29.2 Responsibilities Of Head Of Departments	19
16	29.3 Responsibilities Of Faculty	20
17	30. Faculty Motivation, 31. Working Hours For Faculty, 32. Incentives	21
18	33. Jurisdictions	22 - 25

# STATUS

## INTRODUCTION:

**Technocrats Institute of Technology-MBA** is destined to serve as a centre for Academic Excellence in imparting Professional Education meeting local needs & complying with global standards. The institution is approved by **All India Council for Technical Education** (AICTE) and affiliated to **Barkatullah Vishwavidyalaya, Bhopal**. It was established in 2003 by “**Chandravadni Mahila Shiksha Samiti**” (Society), a nonprofit society. The governing body of the society is the supreme authority under which the institution functions. The Governing body is responsible for the development and / or approval of the institution programs and the policies. The governing body of the society considered and framed the terms and conditions of service for regulating the various categories / levels of employees in the institution. Those conditions of service are well formulated, taking into consideration the various aspects of the teaching and non-teaching staff. The principal objective is to attract person with missionary zeal and to retain the qualified and talented staff in all departments, with the ultimate objective of imparting high standard and quality education in the field of management.

Having set the aforesaid goals, the institution stipulates the conditions of employment, which are clearly just and fair to the interest of both the employees and the institution. The service conditions are aimed to encourage the employees to take sincere interest and pride in the institution & its progress and to put their best talents in discharging their responsibilities.

The institution encourages its employees to improve their professional qualification at par with changing needs of the management education and to grow in their abilities to serve the institution likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind. However, these conditions and practices will be reviewed periodically and changes will be made as resumed.

These service conditions concern with only regular employees who are employed on the rolls of the institution. Some persons may be employed on temporary/ ad-hoc / part-time /contractual/ Adjunct basis for specific purpose and / or for a specific period of time. Such employees are not covered under the provisions of these rules/ policies outlined herein, beyond the extent set forth in their respective appointment/ agreement. This also does not apply to daily-rated / contract labors / workers etc.

The governing body of institution in exercise of powers conferred by the articles of the society had made the following rules and regulations, for administration of the Institution.

**1. SHORT TITLE :**

These regulations are called as the statutes or service rules of the institution.

**2. APPLICABILITY:**

The service rules shall come into force (deemed to have come into force) with immediate effect and shall apply to all the regular employees of the institution. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on ad-hoc basis or on contractual / on the rolls of subcontractors or daily wage bases.

**3. DEFINITIONS:**

In these rules and regulation, unless the context otherwise requires:

- (a) "Society" means Societies registered under Madhya Pradesh Public Societies registration act 1973.
- (b) "Management" means the governing body of the society, duly constituted under the specific bye-laws of the Society, under which institution is established, which is a supreme authority, however, for overall management and day-to-day administration of the society, affiliated committees formed under the directions of the Governing body of the society and constituted as per the relevant provisions of the AICTE.
- (c) "Employee" means a regular employee employed by Technocrats Institution of Technology-MBA, Bhopal to discharge the duties assigned by the Institution or its affiliated organizations for teaching and non-teaching purposes on monthly salary/remuneration basis.
- (d) "Salary" means Basic Pay, Dearness allowance and other allowances, if any wherever applicable or consolidated pay without any allowance payable to an employee.
- (e) "Service" includes the period during which an employee is on duty as well as on leave authorized by the management, but does not include any period during which an employee is absent without any intimation / salary.
- (f) Disciplinary Authority: The Director of the institution is the disciplinary authority for all the employees in the institution under the control of the society; the Director may nominate a disciplinary committee. The committee so nominated shall exercise the powers of the disciplinary authority in discharging of the duty.
- (g) Appellate Authority: Where the disciplinary authority is being exercised by the Director, the Management Committee along with the secretary will constitute an Appellate Authority along with nominated disciplinary committee / person.
- (h) Enquiry Officer: Enquiry Officer is the person designated by the disciplinary authority to enquire into the charges leveled against an employee of the institution.

**4. POWER TO IMPLEMENT AND TO AMEND THE RULES:**

The power to implement or to amend the rules and regulations are vested with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and

regulations. The management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and repeal or to supersede at its sole discretion any or all the rules covered herein or any rules and regulations framed and enforced by it from time to time.

## **5. DELEGATION OF MANAGEMENT POWERS:**

The management may delegate to the secretary or to any officer of the society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be responsible for the purpose of interpretation of these rules to the extent and for the durations of the period as may be authorized by the management.

## **6. APPOINTMENT OF EMPLOYEES:**

### **6.1 CLASSIFICATION OF EMPLOYEES:**

The Employees are classified as follows:

- i) Faculty or teaching staff.
- ii) Non-teaching staff including administrative, supporting technical staff and non-technical staff.
- iii) Civil Maintenance staff

Further Classifications:

- a) **Regular Employee:** A qualified person employed on a regular post and has successfully completed the probation period of two years and whose regular service has been confirmed in writing.
- b) **Probationary Employee:** A person who is provisionally employed with a view to be considered for eventual absorption in the regular service of the institution. The period of probation, however will be stipulated in the letter of appointment which may be extended at the discretion of the management. Further, before absorption of the concerned, it is essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the head of the department and/or Director, who recommends his/ her service to confirm. Further, His/ Her probation may be extended or terminated, if performance found not satisfactory.
- c) **Staff on Contract:** All the subordinate and other supportive staff members, laboratory assistants, supporting technical staff etc. may be appointed on contract. All in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the institution and whose contract may be or may not be renewed.
- d) **Temporary / Ad-hoc Appointee:** An employee who is employed for work which is essentially of temporary nature or who is employed in connection with the temporary increase in permanent work or is employed in a vacant post or probationer who is temporarily absent due to any reason, including those who are permitted by the institution to go on advanced studies.

e) **Apprentice / Trainee:** A person engaged for training and will be paid stipend during the training period. However, regularization of his/ her service is purely at the discretion of the management of the institution.

F) **Casual Employee:** A person employed for work of a casual or occasional nature.

## **6.2 NUMBER OF POST, PAY AND REQUIRED QUALIFICATIONS:**

### **NUMBER OF POST:**

The management shall fix number of posts in the institution with respect to intake in all categories and also prescribe qualifications as per AICTE norms. Mode of recruitment and the scales of pay etc. to each category of posts, which may be reviewed and revised by management from time to time, as per university and AICTE guidelines depending upon the exigencies.

### **PAY:**

The pay scales of the faculty are covered under AICTE pay scales depending upon qualifications, experience exposure, merit etc., as applicable and as amended from time to time, except for the staff recruited temporarily or on ad-hoc basis or on consolidated pay.

1. As per change in AICTE norms in 2010, the qualification and designation of Associate Professor/Assistant Professor has been changed for new appointments. Also AICTE has made the changes for existing faculty in terms of their designation. Therefore, Lecturer & Assistant Professor have been re-designated as Assistant Professor & Associate Professor respectively.
2. The 6<sup>th</sup> pay scale has been implemented wef. from July-2010 with following conditions:
  - a. The faculty at the rank of Professor (with Ph.D.)/Associate Professor (with Ph.D.)/Assistant Professor shall be eligible for the 6th pay scale with DA as per approval from Governing Body of Society at the time of joining or completion of probation period of minimum 2 years.
  - b. The faculty at the rank of Associate Professor (without Ph.D.) shall be given scale of Assistant Professor with higher increment till they complete their Ph.D.
  - c. Percentage of DA, HRA and other allowance/increment shall be decided by governing body of the society on the basis of experience, achievements, publication & other administrative duties in addition to teaching.

**Required Qualification for teaching staff:** The institution shall follow AICTE guidelines for the recruitment of teaching staff.

### **MANAGEMENT**

**Faculty Cadre Ratio (for MBA) = 1 : 2 : 6**

**Teacher student ratio (for MBA) = 1 : 20**

S. No.	CADRE	PROGRAM ME	PRESCRIBED QUALIFICATIONS	EXPERIENCE
1.	ASSISTANT PROFESSOR	Management	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.	
2.	ASSOCIATE PROFESSOR	Management	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post Ph.D. 2 year experience is required.  Publication and other academic requirement as per AICTE Norms.	Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable.
3.	PROFESSOR	Management	Qualifications as above that is for the post of Associate Professor, as applicable.  Post PhD publications and guiding PhD students is required as per AICTE norms.	minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. <b>OR</b> Minimum of 13 years experience in teaching and/ or Research and/or Industry.  In case of research experience good academic record and books/research paper publications/ IPR/ patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection committee.
4.	<b>Director / Principal</b>	Management	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 10 years teaching and / or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years' experience in teaching and / or Research and/or Industry.

				<p>In case of research experience, good academic record and books/research paper publications/ IPR/ patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/ designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential.</p>
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**Note: \* Qualification and experience may vary as per change in AICTE/UGC norms time to time.**



- Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a Cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the author's area of specialization.
- PhD shall be from a recognized University.
- For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.
- Experience at Diploma Institutions is also considered equivalent to experience in degree level institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

#### **PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

<b>Grade Point</b>	<b>Percentage of Marks</b>
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

#### **CONTRACT EMPLOYMENT:**

Notwithstanding anything contained in these rules and regulations, the management may employ persons on a temporary/ ad-hoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

#### **6.3 SELECTION PROCEDURE:**

1. Institute shall conduct interview for selections of Assistant Professor /Associate Professor /Professor in all the discipline as per guideline /procedure of AICTE / University where a selection committee constituted as per Code-28 (Barkatullah University, Bhopal) for selection of faculty.
2. Advertisement regarding recruitment / appointment of faculty as mentioned at no.1 shall be published in national level newspapers.
3. In case, selection committee as per AICTE & university norms could not be formed then selection and appointment shall be through internal selection committee (management). In due course of time, all such appointments shall be approved by duly constituted selection committee as per AICTE/ university norms followed by governing body of the institute.

#### **7. AGE AT THE TIME OF JOINING:**

The age of person at the time of his/ her first appointment in the organization shall be at the discretion of the management, which may take decision based on the qualification, experience etc, about the age of the person employed to the post. In other cases, the maximum age is 30 years. The management in deviation of the above, may also employ persons with more than 30 years of age, depending upon the qualification, experience etc., possessed by them in the exigencies of service.

## **8. JOINING FORMALITIES:**

At the time of joining, the new recruited employee would have to furnish the following to the personnel department:

- Joining Report
- Proof of Date of Birth
- Original Certificates supporting qualification / experience for verification with xerox copies to be furnished.
- Two passport size colour photographs.
- Copy of PAN card and Aadhar card.
- Names and addresses of two persons for contacting, in case of any emergency.
- Declaration / Nomination as to existing membership of provident fund.

## **9. COMMENCEMENT OF SERVICES:**

Except as otherwise provided by or under these regulations, services of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/ her by the management, provided he/ she reports in the forenoon. Otherwise, his/ her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

## **10. PROBATION:**

Employees, who are appointed to the post in the institution under the control of the management directly on a regular basis, shall be required to be on probation for a period of two years for staff without experience which may be reduced subject to experience.

The probation period may be extended subject to performance of an employee or his / her services may be terminated either by giving one/ three month notice or one / three month salary in lieu thereof.

## **11. RESIGNATION AND TERMINATION:**

- a) If an employee at the level of professor intends to resign any time after confirmation, he/ she shall give three months notice in writing or pay three months salary in lieu thereof. Similarly, the management shall be competent at their discretion to terminate the services of any employee by giving three months notice or three month salary in lieu of notice.
- b) If an employee at the level of other than professor intends to resign any time after confirmation, he/ she shall give one month notice in writing or pay one month salary in lieu thereof. Similarly, the management shall be competent at

their discretion to terminate the services of any employee by giving one month notice or one month salary in lieu of notice.

- c) The management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one month notice in writing or by paying one month salary in lieu thereof.
- d) The management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/ her official duties or for misconduct in discharge of his/ her official duties, by giving one month notice or paying one month salary in lieu of notice.

## **12. RETIREMENT AND RE-EMPLOYMENT:**

Every employee shall retire from service on attaining the age of superannuation, which is 65 years of age, in case of teaching staff and 60 years of age, in case of others. AICTE guidelines on the retirement of faculty are followed.

The management, in the interest of the organization, may extend the period of service of an employee by an extended period based on the mental and physical condition of that employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of superannuation falls.

The following guidelines may be laid down for seeking re-employment in the institution after attaining the age of superannuation.

- a) Whenever a regular employee is going to superannuate, the date of superannuation may be informed to the employee three months in advance, after obtaining orders of the management.
- b) If such an employee desires to serve the institution after superannuation, he/ she may apply in writing, the Director of the institution continue him/ her in the service.
- c) On receipt of such an application, the concerned head of the department may be asked to offer his / her remarks on the mental and physical condition of the employee and whether there is a need to continue him/ her in service, duly indicating the work load to be assigned to such an employee.
- d) The Director of the Institution may offer his remarks and make his specific recommendation on the necessary and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/ her re-appointment such as:
  - i) tenure of re-appointment
  - ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last salary drawn by the employee may be taken into account, which may be rounded off to the next hundred
  - iii) such employee is not entitled for any other leave except casual leave, unless, specially permitted by the management

**13. WORKING HOURS/ HOLIDAYS/ VACATIONS:**

The working hours of the employees are determined and notified by the institution from time to time, based on the work / service requirements, fulfillment of institution obligation to students and such other expediencies.

The institution observes national / festival holidays, as may be notified by State Government/Central Govt. from time to time. Necessary employees may be notified to be available for work on said holidays.

The institution will observe vacation for faculty and the same will be notified from time to time.

**14. ATTENDANCES AND PUNCTUALITY:**

Each employee in the institution has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline. They are, therefore, expected to be at their respective allotted places on time on each working day and any movement must be with the knowledge of head of the department. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

**15. PERSONAL RECORDS:**

The employee records (personal file/service book) are kept with the administration department. These are used within the institution only for bona-fide reasons. As a policy matter, administration section ensures that the relevant employee-related information is maintained in strict confidence. Employee-related information is given to outsiders, only if the institution is satisfied with the validity of the request, or it is required by law, or if the employee himself has requested that information to be shared for reference purpose.

**16. APPRAISALS:**

The annual performance appraisal of an employee shall be maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquires in different quarters. Obviously, the performance appraisal report will have an important bearing:

- a) on the promotion as well as sanction of increments
- b) on the confirmation of services
- c) On taking ad-hoc appointees on regular rolls, in case of ad-hoc appointment.
- d) In respect of employees on contract, to renew their contract for further periods, if required.
- e) Self-appraisal to appraise one's own their goals/ targets gives an opportunity to explain what one has done and factors that helped and / or hindered ones performance.

In case of probationers, this report is necessary to confirm his / her services; hence, periodical appraisal will be done and deficiencies will be brought to notice of the employee.

#### **17. DISCIPLINE:**

Every employee is expected to maintain a certain standard of discipline as envisaged by the institution policies in-force from time to time, failing which, he / she renders himself liable for such an action as may be taken against him/ her.

In particular, all employees should bear in mind the following:

- a) Every employee shall always work, utilizing the working hours wholly to the best of his / her ability and in the best interest of the institution for building a strong, unique & dynamic environment and therefore institution.
- b) Every employee shall take all possible steps as may be required of him / her to ensure and to protect the interest of the Institution and perform his / her duties with utmost integrity, honesty, devotion and diligence.
- c) Every employee shall show courtesy in his/ her interactions with other employees, students, parents of the students, suppliers and other, having dealing with the institution.
- d) Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the institution from time to time and also ensure that his / her students also shall observe the same.
- e) Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes and loyalty to be employed.
- f) Every employee shall make it as his / her cherished objective to contribute to collective endeavor to produce well-groomed MBA graduate, outstanding in their knowledge and all together a group ready to become leader, strategic planner, leaders of change and innovation.

#### **18. CODE OF CONDUCT:**

**General Conduct:** The employees, in discharge of their duties and in their interactions and dealings with public, government officials, student & their parents and fellow employees of the institution shall present themselves in a manner that enhances the prestige and image of the institution and shall not do anything which impairs or tarnishes the image of the institution.

**Ethical Conduct:** Employees shall deal on behalf of the institution with professional honesty, integrity and moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

**Conflict of Interest:** Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the institution. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself / herself or for his / her relatives by taking some decision or influencing decision relating to any transaction. The main areas of actual or potential conflicts of interest would include:

- Financial interest of an employee or his / her relative in any firm or institution which may be competitor, supplier, distributor or partner etc.
- Acceptance of gifts, donations, hospitality / entertainment beyond the customary level from existing or potential supplier or third parties, which have business dealings with the institution.
- Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the institution.
- In addition to the above, all the employees should abstain from the conditions of “misconduct”.

**The following acts shall be treated as misconduct:**

**MISCONDUCT:**

- a) Theft, fraud or dishonesty in connection with the business or property of the institution or property of any other within the premises of the institution.
- b) Taking or giving bribes or any illegal gratification.
- c) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/ her behalf by another person, which the employee cannot satisfactorily account for.
- d) Furnishing false information regarding name, age, father's name, qualification ability or previous service or any other matter related to the employment, at the time of employment or during the course of employment.
- e) Acting in a manner, prejudicial to the interests of the institution.
- f) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g) Drunkenness or riotous or disorderly indecent behavior in the premises of the institution or outside such premises where behavior of related to or connected with the employment.
- h) Instigating the students and / or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- i) Commissions of any act subversive of discipline or of good behavior
- j) Abetment or attempt to abetment of any act, which amounts to misconduct.
- k) Note: The above instances of misconduct are illustrative in nature and are not exhaustive.

**19. LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:**

Every employee shall confirm to abide by such rules and shall observe, comply with and obey all orders and directions issued by the management from time to time, with utmost endeavor to promote the interest of the organization, showing courtesy and attention in all transactions.

**20. EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:**

- a) No employee shall apply for other employment or signify his / her willingness to accept such employment or office, whether stipendiary, honorary, or otherwise, without the prior written permission of the management. However, the management may, at their discretion, permit an employee to apply for other employment and in such case employee will be required to apply through proper channel.
- b) No employee, whether on leave or in active service of the institution, shall undertake a part time job, which is likely to embarrass or influence him / her in discharge of his/ her official duties, for any consideration of cast or kind. However, an employee with the written permission of the management, may undertake, honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

**21. OBLIGATION TO MAINTAIN SECRECY:**

Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or to the institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the management.

**22. ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:**

An employee shall not absent himself / herself from his / her duties without obtaining the prior permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his / her absence for the previous day. If the employee absents himself continuously for a period of 07 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him / her from the date on which he / she abstained from duty. Such unauthorized absence shall be proceed for further action as per the conditions mentioned in his/her appointment order.

**23. PENALTIES:**

**A) Minor Penalties:**

- 1. Censure
- 2. Fine (may be imposed on the employees who are below the cadre)

3. Recovery from the salary, whole or part of loss caused to the institution by negligence or breach of orders
4. Withholding of increments
5. Suspension.

**B) Major Penalties:**

1. Reduction in rank.
2. Removal from service.

**EXPLANATION:**

The following shall not amount to a penalty within the meaning of this rule:

- i) Retirement of the employee in accordance with the provisions relating to superannuation / retirement.
- ii) Replacement of an employee, who is not, qualified on the date of his / her appointment, by a qualified one.
- iii) Discharge of any employee appointed on a short term officiating vacancy caused by grant of leave, suspension or the like of another employee.

**24. EMPLOYEE PROVIDENT FUND SCHEME:**

The regular employees of the institute are entitled for employee provident fund scheme under the provisions Act, 1952, and related pension scheme of 1995. It is clarified that the staff/ employee appointed on contract basis is not a regular employee, since there is no master and servant relationship between them. However, the institute, on request from the contractual staff to consider the EPF coverage of such persons in views of social security benefits in the Act, as a gesture considered and covered them in the EPF scheme permanency in the employment. There is a provision of employee provident fund scheme for regular staff with their consent.

**25. MISCELLANEOUS AND GENERAL:**

- a) Every employee of the institution shall, at all times,
  - i) maintain absolute integrity
  - ii) maintain devotion to duty
  - iii) do nothing, which is unbecoming of public servant
- b) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- c) All employees of the institution shall be governed by the leave rules that are framed separately.
- d) The decision of the management of the institution regarding the interpretation of these and on any order point, which is not covered under these rules, shall be final and binding on the employees.



## **26. PROCEDURE FOR GRIEVANCE HANDLING:**

Employees may have grievances real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and interest of the institution. Hence, in order to maintain harmonious relations between the employees/ staff and the management of the institution and to bring to notice of the management of the institution the grievances of an employee (individual as well as collective) with a view to secure their expeditions redressed, it has been decided to formulate the following “Grievance Handling Procedure” in the Institution.

**SCOPE:** This procedure deals with:

- a) The complaints that can be covered under “Grievance”
- b) The Constitution of Grievance Committee.
- c) The two-tier system for Grievance handling, and
- d) The method of dealing with grievances.

### **Definitions of ‘Grievance’:**

Grievance; would mean complaint affecting individual employee in respect to his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to his/her.

If the grievance is a general ability or/of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Principal.

When the employee has taken up his/her grievance for redress under the procedure, a formal ‘Conciliation and Legal Machinery’ shall not be resorted until all the steps enumerated in the procedure are exhausted.

### **Formation of Grievance Redressal Committee:**

The Grievance Redressal Committee is constituted to look after the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the institute and those of government of Madhya Pradesh, Industrial disputes act 1947 (Section-9C Chapter II B), the administrative tribunal act 1985, negotiable instruments act 1881, and all other such enactments of the Government of Madhya Pradesh and Government of India from time to time. The Grievance Redressal committee has been constituted comprising of Director of the institute as a Chairman of the committee, one senior Professor of the institute and one management nominee as members.

GRIEVANCE FORM – I

NAME :

DESIGNATION :

SECTION:

-----

GRIEVANCE BRIEF

Date:

SIGNATURE OF THE EMPLOYEE

-----

COMMENTS OF THE HEAD OF THE DEPARTMENT/ OFFICER IN-CHARGE

Date:

SIGNATURE OF THE HEAD OF THE  
DEPARTMENT/ OFFICER INCHARGE

-----

STAGE-I

DECISION

Date:

GRIEVANCE COMMITTEE

GRIEVANCE FORM - II

NAME :

DESIGNATION :

SECTION:

-----

(1) Grievance in Brief

(2) State why the decision of the Grievance Committee is not satisfactory.

Date:

SIGNATURE OF THE EMPLOYEE

-----

COMMENTS OF THE HEAD OF THE DEPARTMENT/ OFFICER IN-CHARGE

Date:

SIGNATURE OF THE HEAD OF THE  
DEPARTMENT/ OFFICER INCHARGE

-----

STAGE - II

DECISION

Date:

HEAD OF THE INSTITUTION

## **28. SPONSORSHIP REGULATIONS FOR HIGHER STUDIES:**

The management is very much pleased to announce the regulations for sponsoring the faculty to pursue higher studies viz., Ph.D. The resolution is made with an intension to encourage a good number of faculty members/ other staff to improve their qualification.

- a) The applications will be scrutinized by the Academic Council for further proceedings.
- b) All the candidates approved by the institution executive council will be sponsored as per the following conditions:
  - ◆ The sponsorship for Ph.D. will be provided for a minimum period of 3 years. The period may be extended as per the satisfactory recommendation of the concerned research supervisor.
  - ◆ The candidates sponsored for Ph.D. have to submit an undertaking that he/she shall work in the institution for a minimum period of five years reckoned from the date of receipt of Ph. D. degree.
  - ◆ Publications in National/ international journals will be given special importance and suitably praised by the institution academic council.
  - ◆ In case of paper presentations in any national / international conference, the candidate may apply for registration fee, TA and DA by providing relevant copies of bills and can avail special casual leave.
  - ◆ Prior permission is required for all the above.

## **29. RESPONSIBILITIES OF THE EMPLOYEE:**

### **29.1 RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be the head of the Institution. He is responsible to:

- Plan the establishment of various department and the various administrative units of the college.
- Coordinate various activities like admission, teaching, conduction of examinations, collection of fees, publishing course files and manuals.
- Identify and recruit suitable person to maintain the department and administrative units.
- Develop laboratories, computer centre, library and all aspects of various departments required for an educational institution.
- Maintain cordial relationship with the university authorities, Directorate of technical education, AICTE, affiliating University and such other policy making bodies.
- Maintain healthy relationship with the management and conduct meetings of the governing council of management committee as and when necessary.

- (a) Prepare the minutes of meetings.
- (b) Prepare the budget for approval of management.
- (c) Regularly apprise the management about various activities.

- Planning of functions like convocation, annual day, freshers' day, merit awards.
- Give leadership for organizing seminars, symposia, short-term schools and plan faculty improvement programmes.
- Be responsible to project a powerful image of the college in the eyes of the authorities of the universities, AICTE, Government, Parents, Industries, R & D establishments and the general public.
- Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
- Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
- Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintain cordial relations with local industries and also develop contact in general with industry and R & D organizations in the industry.
- Extend all possible help to the students of the department for training / project work/ professional employment.
- Make efforts to enhance the computing skills of the students and organize bridge course to make up deficiencies.

## 29.2 RESPONSIBILITIES OF HEAD OF DEPARTMENTS:

Head of Department is responsible to:

- Regularity, punctuality, distribution of teaching workload and laboratory work load among the staff and ensure completion of syllabus as per the almanac in time.
- Maintain duty statement and leave account for the department staff.
- Maintain relevant topic-wise files and ensure "Place for everything and everything in its place"
- The head of the department should remain well informed of the activities and programmes of other professional college and institutions. Head of the department should keep good contact with the faculty of IITs. Universities and other colleges in the country and if possible, universities abroad.

- Preparation of class-wise time tables. Ensure of course file of all the courses and its proper execution. Also ensure compilation of students' attendance and sessional marks as and when required during semester / academic year, maintain the relevant files, and record for future reference.
- Coordinate the work in connection with the preparation of course files laboratory manuals and such other documents and updating them from time to time.
- Develop various laboratories and regular maintenance, updation of the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- Maintain laboratory wise stock register one for capital equipments and the other for components and spares.
- Coordinates the activities of technical associations like ISTE, IETE, IEEE etc.

### **29.3 RESPONSIBILITIES OF FACULTY:**

Besides teaching all faculty are required to make effort for various activities and contribute to the fair image of the institution. They must cooperate in student counseling, give support to the administration and involve themselves in R & D / consultancy and extension services.

- The teaching faculty is expected to deal with the students in a kind manner as far as possible within the framework of rules and without any deviation of the institutional discipline.
- The teaching faculty members are expected to be punctual at all their academic work.
- The teaching faculty should make in advance necessary substitutions and arrangements for their classes during their absence.
- Any actions of the part of any employee, whether teachers or supporting staff members or member of the ministerial staff or class IV employees, which result in obstruction, embarrassing situation or tarnishing the image of the institution in the eyes of the university or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- The instigating students to resort to any kind of agitation or to revolt against the administration/ management of the college shall be viewed as subversive activity and the employees indulging in such activities shall attract disciplinary proceeding them.

- Demonstration of 'Loyalty to the college' by putting in sincere, diligent, ungrudging work, assisting the administration/ management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work (when needed) by extending sincere cooperation to the administration of the college, attracts commendation from the college authorities.
- Employees of the college shall attend all the college functions, seminars and meetings.
- The faculty members should not be engaged in coaching privately to any student for any remuneration.
- It shall be the duty of every employee to honour the confidence reposed in him by the college and not to divulge any information obtained by his/her in the course of official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observation that passes through his hands in the discharge of his/her duties, to unauthorized persons.

### **30. FACULTY MOTIVATION**

Excellent teachers shall be recognized and honored based on objective norms and demonstrated skills. The faculty members who exhibit initiative and drive in establishing and improving research and development in the Institution will be especially encouraged. The grants obtained for R & D work from external sources in view of strengthening or infrastructures in the institution will receive special commendations.

### **31. WORKING HOURS FOR FACULTY**

AICTE norms stipulate that every teachers of a college have to contribute 40 clock hours or work per week. The Heads of the departments, deans, directors, and other officer in-charge of administrative and academic units of the college are required to spend more time in planning, streamlining and structuring various activities at every level in their concerned department / unit.

### **32. INCENTIVES:**

- 1) Leave for staff for prosecuting higher studies.
- 2) Additional increments for higher qualifications and skills
- 3) Career advancement scheme for faculty
- 4) Automatic advancement scheme for non-teaching staff.
- 5) Maternity leave extended for female employees as per office order.
- 6) Provident fund contribution for staff with their consent.
- 7) The tuition fee concession for children of employees exists.

### **33. JURISDICTIONS:**

All the agreements shall be governed and construed in accordance with the laws of India. Violations are subject to the jurisdictions of courts at Bhopal.

## **LEAVE RULES**

### **1. Application Coverage:**

These Leave Rules shall apply to

- a. All regular employees of the institute.
- b. Probationers
- c. For others, as specified on case to case basis

### **2. Definitions:**

In these rules, unless there is anything repugnant in the subject or context, the word will be defined as follows:

- a. 'Regular Employee' is and employee who has satisfactorily completed his / her probation period or satisfactorily working within probation period.
- b. 'Pay' means, for the purpose of these rules, will be amount drawn monthly by an employee as pay, which has been sanctioned for the post held by him. It will also include special pay, personal pay or such other emoluments classified under the rules as pay.
- c. Half-pay leave means Leave on half pay earned by employee in respect of the service with the institution. This can be availed as leave for improvement in qualification or as sick leave on medical ground.
- d. Extraordinary Leave means leave sanctioned under special circumstances without any pay or allowance.

### **3. Kind of Leave:** The following kind of leave may be granted to an employee:

- a. Casual Leave
- b. Leave on medical ground
- c. Maternity leave
- d. Extraordinary leave
- e. Compensatory leave
- f. Special Casual leave
- g. EL

The authorities competent to sanction different kind of leave are separate and specified accordingly.

### **4. General Condition governing the grant of leave:** The following regulations shall govern the grant of leave to an employee:



- a. Leave of any kind cannot be claimed as a matter of right and may be or may not be sanctioned as per discretion of the management. When the exigencies of the services so require, the competent authority may, at the discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
- b. Ordinary leave should be applied in advance with alternate arrangement made for the class work etc.
- c. Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or other unforeseen circumstances to be specified in the leave application. However, information has to be given in advance to Director or concerned Head (even on medical grounds) for making necessary alternate arrangements.
- d. Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his / her right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.
- e. Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which he / she returns to his / her duty.
- f. Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address.
- g. An employee on leave cannot attend the duty before the expiry of the period of leave granted to him / her, unless so permitted or required by the competent authority.
- h. During the leave period, an employee shall not engage himself / herself in any private business or private employment.
- i. Intervening holidays/rest days during the period of leave shall be treated as leave, except for casual leave.

#### **5. Sanctioning Authority:**

- a. The head of the institute through respective constituent department of the institution is competent to sanction all the leaves to the employees working in his/her college except extra ordinary leave, in which case, the Chairperson is the competent authority to sanction such leave.
- b. The Chairperson is the competent authority to sanction all the leaves to the heads of the constituent of institution.

**6. Casual Leave for Teaching Staff:**

- a. Employee shall be eligible to casual leave for a period of 12 days in a calendar year and they will be entitled to casual leave on pro-rata basis.
- b. The un-availed casual leave during the year lapses at the end of year.

**7. Extra Ordinary Leave (For Teaching Staff):**

- a. Extraordinary leave may be granted to an employee, where no other leave is admissible to him / her at the discretion of the Management Committee for a period not exceeding 1 year at a time. Extension of such leave may be granted from time to time subject to one year at a stretch.
- b. Such Extraordinary leave may be granted to an employee, who has put in minimum service of 2 years.
- c. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.
- d. The management may consider giving increment to the candidate if he / she is availing extraordinary leave without pay for further studies and if he / she earns the relevant degree for which he/she was granted extraordinary leave.

**i. Special Casual Leave (for teaching staff):**

- a. If the AICTE regulations stipulate such rules for the teaching staff, such leaves may be considered on the selective basis for acquiring latest techniques in teaching, as well as in their subjects and also going for invigilation, paper correction, valuation work at university or on AICTE related work etc.
- b. In the event, the faculty is invited to deliver special lectures by other institutions or invited to attend a valuation work by the affiliating University, he / she may be given special leave of 15 days in a calendar year. However, longer leave may be given at the discretion of the management.

**8. Compensatory Leave:**

- a. At the discretion of the head of the institutions, all staff may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty, provided such compensatory leave is availed within one month on which staff worked on holidays / Sundays.

**9. Leave Eligibility for Non-Teaching Staff:**

- a. All the employees who are under contractual services-
  - i) In fact, they are not entitled for any other benefits other than what has been stipulated in their contract.

- ii) However, as a goodwill gesture they may be sanctioned 15 days leave per annum on the pro rata basis.
  - iii) Regarding the vacation, whatever period management decides must be shown as interim break in service in the renewal of the contract. The payment of the agreed sum will be paid purely on consideration of the management.
- b. Office / Staff Executives, who are working in the college /corporate office and are involved in day to day administrative functions of the college / corporate office by virtue of their responsibility and irrespective of their nature of appointments / service conditions, may be considered for the following leaves:
- i. Casual Leave eligibility will be 12 days and additional 12 days leave per annum (EL) for all the regular and confirmed employees on pro rata basis. However, casual leave for trainees / probationers / temporary employees will be calculated on pro rata basis or may be restricted to 8 days per annum.
  - ii. Sick Leave / Leave on Medical Ground may be sanctioned up to 10 days per annum on pro rata basis.
  - iii. They are not entitled for vacation, other than the aforesaid kind, and number of leaves.
  - iv. The general conditions of leave regulations are all common for all categories of employees, except for entitlement and number of leaves.



**DIRECTOR**

**Technocrats Institute of Technology-MBA**  
**Anand Nagar, Bhopal**